## Purpose

This document contains tasks and timelines to help the test coordinator have a successful test administration. To view training documents, please visit the Wisconsin Avocet training website.  To view the training modules referenced, visit the Training Management System.

## Task Checklists

Use these checklists to mark off tasks as you complete them.

**Planning**

### January

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| ☐ | View the training module *Inviting and Managing Users* to learn how to invite new users and manage existing users. |
| ☐ | Delegate administrative tasks and verify users have the correct access.  Invite additional users into the ACT Aspire portal, if needed. |

### February - March

**Student Data**

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| ☐ | View the training module *Student Data and Test Sessions Overview* to learn how to manage student data and test sessions. |
| ☐ | Make sure local student data is up-to-date and are being regularly "pushed" through WISEdata to the DPI data warehouse by March 7. Confirm or make necessary edits to student data files during Mar. 14-24, 2017. |

**Test Administration Training**

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| ☐ | Attend WI test administration Q&A training sessions<br>Technology Readiness Feb. 22  at 2PM<br>Test Administration Mar. 30 at 10AM |

**Accessibility and Accommodations**

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| ☐ | View the training modules *Updating Personal Needs Profile for Accessibility Features* and *Creating and Importing PNP Extracts* to learn how to update Personal Needs Profiles (PNPs). |
| ☐ | Update accommodations in students' Personal Needs Profiles (PNP).  You must confirm your student data file before beginning this task. |
| ☐ | Complete PNPs for students using **paper** tests by March 24, 2017. |
| ☐ | For students testing with paper accommodations, place paper-based test orders by March 24, 2017.  To do this, you must complete all student PNPs and place students in paper test sessions. |

**Create Groups (optional)**

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| ☐ | View the training module *Creating and Using Groups* to learn how to create and manage groups in the Portal. |
| ☐ | Create groups in the portal (optional).  You must complete student Personal Needs Profiles before beginning this task. |

**Technology Set-Up and Configuration**

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| ☐ | Attend a webinar to learn about technology requirements and how to use ProctorCache and PreCache. |
| ☐ | Set up ProctorCache by April 3, 2017. |
| ☐ | Download the Testnav Application to all testing devices, to avoid issues with Java updates. |
| ☐ | Conduct technology readiness testing. |

**Create Test Sessions**

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| ☐ | View the training module *Student Data and Test Sessions Overview* in the portal. |
| ☐ | Create Online Test Sessions  (March 14 – April 14, 2017) |
| ☐ | Create paper Test Sessions (March 14-24, 2017) |

### April - May

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| ☐ | Paper-based accommodations shipment arrives at districts April 17-21, 2017.  Verify all testing materials are accounted for. |
| ☐ | Conduct final technology readiness testing between April 3 and April 21, 2017. |
| ☐ | View the training modules *Creating, Editing, and Viewing Test Sessions, Adding and Removing Students to Sessions,* and *Copy Test Sessions* to learn about test session creation and management. |
| ☐ | Set up online test sessions and place students in test sessions by April 14, 2017. |
| ☐ | View the training module *Printing Student Authorization Tickets* to learn how to print student authorization tickets. |
| ☐ | Print student authorizations tickets and store in a secure place. |

**Preparing Staff**

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| ☐ | Use information from the testing manuals to conduct a staff training session. |
| ☐ | Provide room supervisors with relevant authorization tickets or paper-based accommodations. |

**Testing Activities**

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| ☐ | View the training module *TestNav 8 Overview* to learn how students will access TestNav 8 on test day. |
| ☐ | Start all test sessions in the portal, either the day testing begins or the day before. |
| ☐ | <span style="color:red">Administer the test April 24 – May 26, 2017</span>. |
| ☐ | Record all testing irregularities in the portal. |
| ☐ | View the training module *Reporting Irregularities & Closing Test Sessions* to learn how to enter irregularities and close test sessions. |

**Packing and Returning Materials**

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| ☐ | Review instructions in the Test Coordinator manual for packing and returning paper materials and schedule a UPS Pickup. |
| ☐ | Ship all paper materials. Paper answer documents will not be scored if received after June 2, 2017. |

### July

**Reports**

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| ☐ | View the training module *Accessing Summative Reports* to learn how to view reports within the portal. |
| ☐ | View individual student reports in the ACT Aspire Portal. |
| ☐ | View aggregate reports in the ACT Aspire portal. |